



DTS Training Center Course Catalog

July 2005 ~ June 2006

California Department of Technology Services

DTS Training Center

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Announcement!

July 11, 2005, the Health & Human Services Data Center (HHSDC), Stephen P. Teale Data Center (TDC) and the Office of Network Services from the Department of General Services merged into a new department, a single organization called the **Department of Technology Services (DTS)**.

We at the DTS Training Center as we are now known, in an effort to keep pace with customer requests and evolving technological changes **have expanded our current training offerings** with plans to add more courses soon. We are excited about the new courses that compliment the same quality classes we offered in years past and will continue to deliver.

Included in this catalog you will find the listing for many of our **new** courses such as: Linux Fundamentals, Supporting Applications on a Microsoft Windows XP O/S, Network +, Security +, Microsoft Security Guidance Training, A+ Operating Systems and more.

Additional new courses will be added in the Fall of 2005. We will announce these courses on our website. Please check our dedicated website: www.training.ca.gov to find new class dates in the coming months.

Course Dates

Are located on our dedicated website:

www.training.ca.gov

Table of Contents

Training Courses.....	4
Technical Certificate Programs.....	9
LearningPASS Program (LPP).....	13
Executive Institute (ei).....	14
Information Technology Managers Academy (ITMA).....	14
Hours of Operation.....	15
Registration.....	16
Cancellation.....	16
Training Center Facility.....	17
Light Rail Information.....	18
Mailing List.....	18
Conference & Training Room Rentals.....	19
Mission Statement.....	21

Training Courses

Accessible Technology

Accessible Technology	1 day	TBD
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ADABAS

Inside ADABAS	1 day	TBD
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Analysis & Design

See System Development Life Cycle

Assembler Programming

See Programming Languages

CICS

See Programming Languages

Client/Server

Introduction to Client/Server	1 day	\$225
Utilizing Distributed Architectures	3 days	\$675

COBOL

See Programming Languages

Data Modeling

Overview of Data Modeling	1 day	\$225
Modeling Essential Business Data	4 days	\$825

Databases - see also Microsoft Access

Overview of Database Concepts	1 day	\$225
Designing Distributed Databases	3 days	\$675

DB2

Introduction to DB2 Concepts	1 day	\$225
DB2 Programming (Beginning)	4 days	\$825
DB2 Programming (Intermediate)	4 days	\$875
DB2/SQL Advanced Concepts	3 days	\$675
Database Technology for the New Millennium	TBD	TBD
QMF Fundamentals	TBD	TBD

Debugging

File-Aid Fundamentals	2 days	\$450
z/OS Application Dump Reading	2 days	\$450

Email & Calendaring

See Microsoft Applications - Outlook

Feasibility Study Reports

Conducting a Feasibility Study	3 days	\$625
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File Aid

File-Aid Fundamentals	2 days	\$450
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HTML

See Web Development

Information Architect

See Certificate Programs Section

Information Technology Project Management

See Certificate Programs Section

Introductory Data Processing

Introduction to Information Technology	2 days	\$450
Overview of Database Concepts	1 day	\$225
Overview of Data Modeling	1 day	\$225

Microsoft Applications

Access 2000 Introduction	1 day	\$110
Access 2000 Intermediate	1 day	\$110
Access 2000 Advanced	1 day	\$110
Access 2000 Programming Using Visual Basic	3 days	TBD
Access 2002 XP Introduction	1 day	\$110
Access 2002 XP Intermediate	1 day	\$110
Access 2002 XP Advanced	1 day	\$110
Access 2003 Introduction	1 day	\$110
Access 2003 Intermediate	1 day	\$110
Access 2003 Advanced	1 day	\$110

Excel 2000 Worksheets Level 1	1 day	\$110
Excel 2000 Charting & Organizing Data	1 day	\$110
Excel 2000 Advanced	1 day	\$110
Excel 2000 Programming Using Visual Basic	3 days	TBD
Excel 2002 XP Worksheets Level 1	1 day	\$110
Excel 2002 XP Charting & Organizing Data	1 day	\$110
Excel 2002 XP Advanced	1 day	\$110
Excel 2003 Worksheets Level 1	1 day	\$110
Excel 2003 Charting & Organizing Data	1 day	\$110
Excel 2003 Advanced	1 day	\$110

FrontPage

See Web Development

Outlook 2000 Introduction	1 day	\$110
Outlook 2000 Advanced	1 day	\$110
Outlook 2002 XP Introduction	1 day	\$110
Outlook 2002 XP Intermediate	1 day	\$110
Outlook 2003 Introduction	1 day	\$110
Outlook 2003 Intermediate	1 day	\$110
Outlook 2003 Advanced	1 day	\$110

Microsoft Applications (continued)

PowerPoint 2000 Introduction	1 day	\$110
PowerPoint 2000 Advanced	1 day	\$110
PowerPoint 2002 XP Introduction	1 day	\$110
PowerPoint 2002 XP Advanced	1 day	\$110
PowerPoint 2003 Introduction	1 day	\$110
PowerPoint 2003 Advanced	1 day	\$110
Project 2000 Introduction	2 days	\$300
Project 2000 Advanced	1 day	\$150
Visio 2000 Create Flow Charts & Diagrams	1 day	\$110
Visio 2000 Create Organizational Charts	1 day	\$110
Visio 2002 XP Introduction	1 day	\$110
Visio 2002 XP Intermediate	1 day	\$110
Visio 2003	1 day	\$110
Word 2000 Introduction	1 day	\$110
Word 2000 Intermediate	1 day	\$110
Word 2000 Advanced	1 day	\$110
Word 2002 XP Introduction	1 day	\$110
Word 2002 XP Intermediate	1 day	\$110
Word 2002 XP Advanced	1 day	\$110
Word 2003 Introduction	1 day	\$110
Word 2003 Intermediate	1 day	\$110
Word 2003 Advanced	1 day	\$110

Object-Oriented

Modeling in an Object-Oriented Environment	5 days	\$975
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Natural

See Programming Languages

PC Support & Troubleshooting

A+ Operating Systems - Software Support & Troubleshooting	5 days	\$1475
A+ Core Hardware - Hardware Troubleshooting & Repair	5 days	\$1475
Network + (Fundamentals of Networking)	5 days	\$1475
Security + (Fundamentals of Security)	5 days	\$1475
Implementing & Supporting MS Windows XP Professional	5 days	\$1475
Supporting Users on Windows 2000/2003 Network	3 days	\$1200
Linux Fundamentals	3 days	\$1200
Supporting Users on MS Windows XP O/S	3 days	\$1200
Basic Administration of Windows Server 2003	3 days	\$1200
Creating & Understanding Group Policies	3 days	\$1200
Supporting Applications on MS Windows XP O/S	2 days	\$775
Installing, Configuring & Administering MS Windows XP Professional	2 days	\$775
Microsoft Security Guidance Training, Level 1	1 day	\$300

Presentation Graphics

See Microsoft Applications PowerPoint & Visio

Problem Solving

Basic Problem Solving	3 days	\$675
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Programming Languages**Assembler**

Basic Assembler Programming	5 days	\$1075
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CICS

Introduction to CICS	1 day	\$225
Basic CICS Command Level COBOL Programming	5 days	\$925
Advanced CICS Programming Concepts	5 days	\$1075

COBOL

Basic COBOL Programming for New Programmers	10 days	\$1950
Basic COBOL Programming (experienced programmers)	5 days	\$975
Advanced COBOL Programming	5 days	\$1075
Getting Started with COBOL 390/LE	2 days	TBD

NATURAL

NATURAL Programming Fundamentals	5 days	TBD
NATURAL Intermediate Programming	5 days	TBD
NATURAL Advanced Programming	4 days	TBD
NATURAL Construct Applications Workshop	TBD	TBD

PREDICT

Introduction to Predict	2 days	TBD
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Project Management

Applied Project Management	3 days	\$550
Project Management for Individual Contributors	2 days	\$450
Applying PMIs PMBOK to Information Technology Projects	1 day	\$250

SAS Software

Introduction to Programming Using SAS Software	2 days	TBD
SAS Programming I: Fundamentals of SAS System	5 days	TBD
SAS Programming II: Data Manipulation Using the Data Step	3 days	TBD
SAS Programming III: Advanced Techniques	2 days	TBD
SAS Programming IV: Optimization, Tips & Techniques	2 days	TBD
SAS Report Writing: A Programming Approach	3 days	TBD
SAS Statistics I: Basic Anova & Regression Analysis	3 days	TBD
SAS Version 9: Changes & Enhancements	2 days	TBD
SAS: Output Delivery System (ODS) Basics	TBD	TBD
SAS Programming IV: Efficiencies, Tips and Techniques	TBD	TBD
Macros in SAS Software	TBD	TBD
Client Server Processing with SAS/Connect Software	TBD	TBD
Accessing Relational Databases and Spreadsheets Using SAS Software	TBD	TBD

Software Testing

See System Development Life Cycle

SQL

Getting Started with SQL	2 days	\$450
SQL: Processing in SAS Software	TBD	TBD
Coding Intermediate SQL	2 days	\$450

System Development Life Cycle

Introduction to Analysis & Design	2 days	\$450
Modeling Essential Business Processes	5 days	\$925
Discovering Essential Business Requirements	3 days	\$775
Modeling Essential Business Data	4 days	\$825
Designing Optimum Business Systems	3 days	\$675
Building an Effective Testing Environment	4 days	\$825
Tailoring the SDLC Process to Your Organization	3 days	\$675
Designing Distributed Databases	3 days	\$675
Streamlining the SDLC Process	5 days	\$925
Modeling in an Object-Oriented Environment	5 days	\$975
Utilizing Distributed Architectures	3 days	\$675

Technical Writing

Creating Technical Documentation	2 days	\$450
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Web Development

HTML 4 Programming Level 1	1 day	TBD
HTML 4 Programming Level 2	1 day	TBD
Microsoft FrontPage 2000 Introduction	1 day	\$125
Microsoft FrontPage 2000 Advanced	1 day	\$125
Microsoft FrontPage 2002 XP Introduction	1 day	\$125
Microsoft FrontPage 2002 XP Advanced	1 day	\$125
Microsoft FrontPage 2003 Introduction	1 day	\$125
Microsoft FrontPage 2003 Advanced	1 day	\$125

z/OS Operating System (formerly OS/390 & MVS)

Introduction to z/OS 390	2 days	\$450
Getting Started with z/OS 390 TSO/ISPF	2 days	\$450
Getting Started with z/OS 390 JCL & Utilities	3 days	\$675
z/OS 390 JCL Advanced Concepts	2 days	\$450
z/OS 390 Application Dump Reading	2 days	\$450
Basic VSAM Programming	3 days	\$675

Technical Certificate Programs

How to Earn a Certificate

Enroll in and complete all the prescribed courses listed for the program of your choice. The courses in each program are offered at various dates throughout the year. Choose the course dates most convenient for you. It is strongly recommended that you attend the courses in the order listed below each title.

Most courses in the certificate programs may be taken as stand-alone classes. Some prerequisites may apply.

Note: The Information Technology Project Management program modules are not available for stand-alone enrollment.

To receive your certificate, notify the DTS Training Office while on-site attending the final course in your program that you are near program completion. A certificate will be prepared and awarded to you upon completion of the final class in the series.

The DTS Training Center offers the following technical certificate programs. More programs will be added later this year.

- Information Technology Project Management
- Information Architect
- A+ Support & Troubleshooting
- SAS Software
- NATURAL MVS Applications
- Z/OS Enterprise Developer
- DB2 for z/OS Enterprise Developer

Information Technology Project Management Certificate Program \$3500

The program consists of nine modules covering the essential skills and knowledge needed to manage successful information technology projects for the State of California. This program is designed for managers and analysts who will be participating in IT projects as project managers or leads.

IT Project Management Certificate Program Overview

Implementing Strategic Plans

Effective Presentations

Meeting Management & Group Facilitation

Conducting a Feasibility Study

Working with Strategic Business Partners

Microsoft Project 2000 Advanced

Project Initiation & Planning

Project Performance Assessment & Closure

Information Architect Certificate Program

The program consists of a core program of six classes, plus electives. Completion of the core program entitles the student to receive the Basic Certificate. To earn an Expert level certificate, the student must take 2 of the electives and all 4 of the electives are required for a Master level certificate. The classes teach the student to understand the core competencies of business and how to model and test business requirements using a structured approach.

Core Classes

Basic Certificate \$4700

Modeling Essential Business Processes

Discovering Essential Business Requirements

Modeling Essential Business Data

Designing Optimum Business Systems

Building an Effective Testing Environment

Tailoring the SDLC Process to Your Organization

Electives

Streamlining the SDLC Process \$925

Modeling in an Object-Oriented Environment \$975

Designing Distributed Databases \$675

Utilizing Distributed Architectures \$675

A+ Support & Troubleshooting Certificate Program \$4425

A+ Operating Systems – Software Support & Troubleshooting

A+ Core Hardware – Hardware Troubleshooting & Repair

Network + Fundamentals of Networking

SAS Software Certificate Program

TBD

This program consists of three tracks designed for individuals who desire a complete grounding in SAS software to perform a variety of analytical and reporting activities.

SAS Analyst.....requires all core classes

SAS Expert.....requires all core classes plus any two Expert classes

SAS Master.....requires all core classes plus any two Expert and any two Master classes

Core Classes

SAS Programming I: Fundamentals of the SAS System

SAS Programming II: Data Manipulation Using the Data Step

SAS Programming III: Advanced Techniques

SAS Report Writing: A Programming Approach

Expert Level

SAS: Output Delivery System (ODS) Basics

SQL: Processing in SAS Software

SAS Programming IV: Optimization, Tips and Techniques

Master Level

Accessing Relational Databases and Spreadsheets Using SAS Software

Client Server Processing with SAS/Connect Software

Macros in SAS Software

NATURAL MVS Applications Certificate Program

TBD

This program consists of four core classes that will teach programmers to become skilled in NATURAL application programming. The Application Developer Certificate requires all the core classes and two additional courses that will prepare students for becoming NATURAL application developers. The classes in the series include:

NATURAL MVS Application Programmer Certificate

Core Classes

NATURAL Programming Fundamentals

NATURAL Intermediate Programming

NATURAL Advanced Programming

Inside ADABAS

Application Developer Certificate

Introduction to PREDICT

NATURAL Construct Applications Workshop

z/OS Enterprise Developer Certificate Program**\$4825-\$5800****

This program consists of eight training classes that will teach your business experts and novice programmers to become skilled technical developers and to understand the specifics of coding, tuning and maintaining high-quality COBOL-based, OS/390 computer applications. The program will teach a non-technical business person how to become a developer of enterprise-level computer systems and how to optimize those systems to run in an OS/390 environment.

****Price varies depending on courses selected**

The classes in the series include

Introduction to z/OS/390

Getting Started with z/OS/390 TSO/ISPF

Getting Started with z/OS/390 JCL & Utilities

COBOL Programming --select one (1) of the following:

- * Basic COBOL Programming (5 days) for students with experience coding in another mainframe language such as Assembler, PL/1, Fortran, REXX
- * Basic COBOL Programming for New Programmers (10 days) for students with no prior programming experience
- * Getting Started with COBOL 390/LE (2 days)

Introduction to CICS

Basic CICS Command Level COBOL Programming

z/OS/390 Application Dump Reading

Basic VSAM Programming

DB2 for z/OS Enterprise Developer Certificate Program**TBD**

This program consists of four core classes plus any two of the listed electives that will provide the student with the necessary skills to develop and maintain efficient enterprise-wide applications in the DB2 environment.

Core classes

Introduction to DB2 Concepts

DB2 Programming (Beginning)

DB2 Programming (Intermediate)

DB2/SQL Advanced Concepts

Electives--select any two

Database Technology for the New Millennium

Data Modeling Essentials

QMF Fundamentals

LearningPASS Program (LPP)

The Training Center provides government customers from city, county, state, federal and special districts in California with high quality Information Technology (IT) training at discounted pricing through the LearningPASS Program at locations throughout the state.

The LearningPASS Program offers many benefits:

- > Discounted Pricing
- > Training at multiple sites statewide or at your workplace
- > PC Application or High-end Technical Courses
- > eLearning libraries with thousands of self-paced courses
- > No Contracts
- > No Bidding
- > Easy to Use
- > Toll Free Number
- > State of California administered contract

Organizations enjoy the flexibility LearningPASS offers. Students may choose from dozens of eLearning libraries, each with multiple courses that allow students to train at their own pace, for traditional instructor-led classroom training at the vendor's facility or on-site at the work place. Thousands of government employees throughout the state, have benefited from the services delivered through LearningPASS Program.

LearningPASSes are especially beneficial for departments with employees working outside of the Sacramento area as the Program allows for training at facilities in more than ten cities in California.

For more information about the LearningPASS Program, please call our Toll Free order line @ **1-888-895-7337** or visit our dedicated website: www.learningpass.ca.gov.

Executive Institute (ei)

An annual event for Senior Executives, the Executive Institute is a forum for information sharing where participants are exposed to innovative ideas and the opportunity to network with other executives.

This program provides the opportunity for Information Technology (IT) executives and their program counterparts to share current ideas and solutions for information technology issues and provides the critical link to ensure technology supports the true needs of the program.

For more information about the Executive Institute visit our dedicated website at: www.ei.ca.gov

Information Technology Managers Academy (ITMA)

The Information Technology Managers Academy was established to provide a pool of individuals qualified to fill upper level positions. This intensive program focuses on developing the skills and knowledge that effective IT executives need to succeed in the 21st Century. The academic calendar covers subjects of particular interest to State IT Managers.

Each year Senior Executives nominate employees from their respective organizations to attend the year long program. Each participant must pass rigorous entrance requirements as the annual class size is limited to 25 people.

It provides the opportunity for participants to become better communicators, network and work with IT people from other state agencies, develop new skills, become an agent of change and develop a more global IT perspective.

For more information about the Information Technology Managers Academy, please visit our dedicated website at: www.itma.ca.gov

Training Center Facility

Hours of Operation

Monday through Friday

Closed all State Holidays

7:15 a.m. ~ 4:30 p.m.

Registration & Cancellation

Class Hours

All classes begin at 8:15 AM and end between 4:00 PM and 4:30 PM.

Registration

To enroll in a class at the Training Center, please have your Training Coordinator call the Training Center Registration Line at **(916) 739-7502** or call toll free **(866) 510-0867**.

We will take enrollment and billing information over the phone then send the Training Coordinator written confirmation with a map to the Training Center for each student.

Cancellation

Cancellations of enrolled students must be submitted in writing via email to: training@dts.ca.gov by the training coordinator. To avoid charges, the email note must be received TEN (10) WORKING DAYS PRIOR TO THE FIRST DAY OF CLASS.

The full course fee will be charged for any cancellations or reschedules received after the 10-working day deadline. The Training Center will reply to cancellation notices.

Verbal cancellation notifications will not be accepted. Substitutions may be made at any time via telephone call.

Include in the Cancellation email note:

1. Name of student
2. Class title and date(s) of class to be cancelled

Training Center Facility

Location

For driving directions, please see map on our website: www.training.ca.gov. We are located at 9323 Tech Center Drive, Suite 100, Sacramento. Tech Center Drive is located one block south of the intersection of Folsom Blvd. and Mayhew Road, between Bradshaw and Watt Avenue.

Free Parking is available on site.

Dress for Class

Dress is casual when attending training. Temperatures vary widely within each classroom so it is suggested dressing in layers to accommodate the fluctuations.

Guarantee

All training at the Training Center is guaranteed or your money back. If you are dissatisfied with any training class, please stop by our front counter or call us with your concerns.

Break room

The Training Center has a large break room with microwave ovens and refrigerators for student use.

Available for purchase

Coffee

Tea

Hot Chocolate

Bottled Water

Ice Cream

Soft Drinks

Vending Machine Snacks

Telephones & Email Access

Telephones are located in the lobby area for your use. They are for local calls at no charge or may be used with a personal calling card for long distance calls.

There are several PCs in the lobby for business email usage if you have web-based email access. They are not to be used any other purpose.

FAX Machine & Photocopier

A FAX machine is located in the West Wing PC area. The FAX number is: 916-739-7910. If you are expecting a FAX, be sure to check it periodically as the Training Center staff do not monitor the machine. Also available for your business use is a photocopier located in the East Wing hallway.

Light Rail Information

Light Rail access is a few steps from the Training Center. Take Light Rail to the Tiber Station. Take the short walkway located on the south side of the station into the parking lot behind the Training Center. Our building is located to your right. Walk around the building on the right to the front door.

Complimentary Light Rail tickets are available for students attending training classes at our facility. Please call the Training Center at 916-739-7502 to make arrangements for the tickets to be sent to you. You must call at least 5 working days before the first day of class.

Mailing List

To **add** your name to our mailing list and receive our flyers and catalogs in the mail, please call us at 916-739-7502 or toll free at 866-510-0867. If you prefer, you may email us at training@dts.ca.gov with the following information:

- > Name
- > Organization Name (City, County or State Dept.)
- > Mailing Address
- > Phone Number
- > FAX Number
- > Email address.

To **delete** your name from our mailing list:

- > Contact us via email or by phone
- > Provide us with your name and organization as it appears on current mailing label
- > Allow 4-6 weeks for the mailings to cease.

Conference & Training Room Rentals

Before making a room reservation it is recommended that you make an appointment with a Room Coordinator to view the training rooms at the Training Center. This will ensure that the room you select will meet your needs.

1. All rooms must be used as is. Moving of furniture is not permitted.
2. If additional equipment or furniture is needed, ask the Training Center staff for assistance. Do not remove equipment or furniture from other rooms.
3. The Room Coordinator must be notified of any outside catering or other event support you are considering. Usage of any event support is subject to prior approval of the Room Coordinator. The DTS Training Center is not responsible for arranging, supporting or coordinating any event support you provide.
4. Training Center technical staff must approve the use of outside equipment, software and/or hardware to determine technical feasibility. This information must be provided 15 working days or more prior to your event date. Note: For security and safety reasons, no outside equipment other than a laptop is allowed in Conference Room 1.
5. Cancellations of room reservations must be made no later than **5** working days prior to the event or a late charge will be billed. The late charge fee will be 25% of the room rental fee. Your department will be billed for technical support time, materials or any other expenses incurred by the Training Center at customer request up to the time of the cancellation.
6. Be certain to let the Room Coordinator know if anyone in your group is physically challenged or has other special needs, so that arrangements can be made to accommodate your employee(s).
7. Special requests for additional equipment, extended hours, etc., must be submitted to the Room Coordinator a minimum of 15 working days in advance and are subject to approval by the Training Center Manager.

Rental Rates for Conference & Training Rooms

Room	Daily Rate	Description	Capacity	Features
Conference Room 1	\$50	Conference Room	25	<ul style="list-style-type: none"> large executive conference table laptop hookup
Conference Room 2	\$250	Auditorium	130	<ul style="list-style-type: none"> lectern audio system panel discussion table
Training Room 1	\$250	Standard Classroom	40	
Training Room 2	\$400	Computer Classroom	20	Printer
Training Room 3	\$250	Standard Classroom	40	
Training Room 4	\$350	Computer Classroom	16	Printer
Training Room 6	\$250	Computer Classroom	10	Printer
Training Room 8	\$300	Computer Classroom	12	Printer
Training Room 9	\$300	Standard Classroom	20	<ul style="list-style-type: none"> 4 breakout rooms with dry erase boards, seating 5 each

Standard equipment/features in each room:

- Multimedia projector
- Dry erase boards
- Overhead projector for transparencies
- Adjustable lighting
- Instructor/presenter PC with MS Office
- Internet access

Equipment available upon request:

- TV
- VCR
- Flipchart easels with pads of paper
- Conference call phone

Please refer to our website www.training.ca.gov for additional room rental information.

DTS Training Center

The DTS Training Center is a State of California agency providing Information Technology training services to public sector employees for over 19 years.

Mission Statement

The DTS Training Center promotes the long-term success of DTS and its partners by providing excellent, low-cost Information Technology training to our customers. We are dedicated to exceeding our customers' expectations by soliciting and acting promptly on open and honest feedback to improve continuously our processes and services.